



Office of the Building Official
777 Lynn Street
P.O. Box 427
Herndon, VA 20172-0427
(703) 435-6850 Phone
(703) 318-8492 Fax

Habitable Residential Addition/Alteration Building Permit Application

Site Location:

Address: _____

Owner Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Architect/Engineer:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

License #: _____ Exp. _____

Contractor Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

State License#: _____ Exp: _____

Phone Number: _____

PERMIT NUMBER: _____

Project Information:

Est. Construction Cost: \$ _____

Type of Addition: _____

Number of Bedrooms: _____

Number of Bathrooms: _____

Number of Kitchens: _____

Total Square Footage: _____

Number of Non-Sleeping Rooms: _____

Description/Use: _____

Submitter Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Fax Number: _____

I hereby certify that I have the authority to make this application, that the information given is correct, and that use and construction shall conform to County Health Regulations, Building and Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property. Furthermore, I certify that all materials used for work performed under this permit will be paid directly to the supplier by the property owner, and that all compensation will be on an hourly basis and paid by the property owner directly to the person(s) performing work under this permit.

Signature _____ Contact, Owner or Authorized Agent

Date _____

Phone Number _____

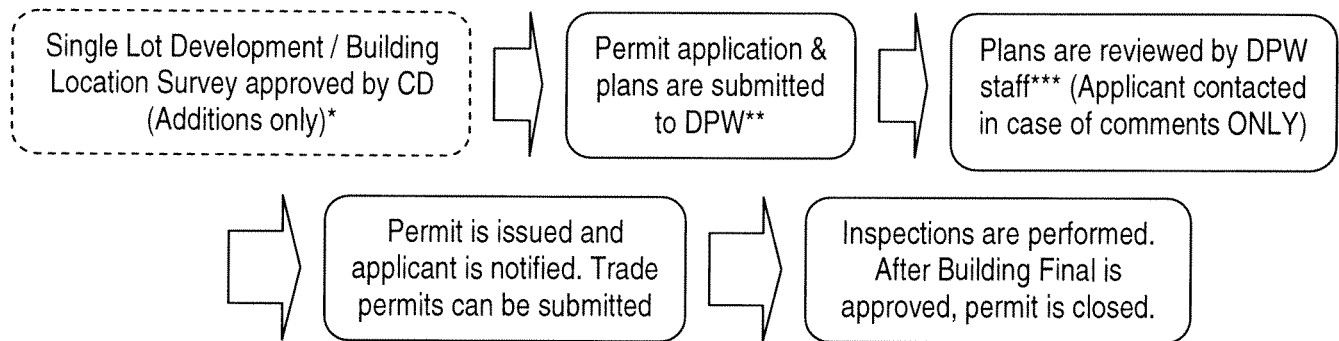
Print Name _____

RETURN THIS COMPLETED APPLICATION TO THE OFFICE OF THE BUILDING OFFICIAL FOR ISSUANCE OF A BUILDING PERMIT

Habitable Residential Addition/Alteration Building Permit Application

Alterations: Conversion of garage into living space, add/remove walls, enlarge / reduce size of windows/doors, interior demolition. Basement finish (if Kitchenette or wet bar will be added, it requires CD approval PRIOR to submission of BP Application)

Additions: Living, family and bedroom additions (require CD approval PRIOR to submission of BP Application*)



*Any habitable addition REQUIRES CD Approval:

-If enlargement is between 0 – 749 sf, a copy of Building Location Survey approval is required.

- If enlargement is larger than 750 sf., a copy of single lot development approval is required.

** Required for Building permit:

-Three sets of plans or blueprints. Plans must include Plumbing, mechanical and Electrical specifications if applicable.

- Copy of CD approvals when required.

-Additions require 2 copies of Plat (with addition drawn on it)

-Owner's affidavit if no contractor is listed.

*** Additions will also be reviewed by CD and may take an extra week for approval.